

October 1, 2019

Toronto Standard Condominium Corporation No. 2368  
70 Forest Manor Road, Toronto ON

Dear Owners,

It is with great pleasure that I am writing to you on behalf of City Sites Property Management and the Board of Directors of TSCC 2368 to announce the promotion of Mr. Edward Chin to Assistant Property Manager.

As some of you may be aware, the Property Manager, Ms. Caroline Coitino is currently away on medical leave for the next three (3) months. During her absence, Mr. Chin who has been the corporation's Administrative Assistant will be assuming the management responsibilities of TSCC 2368.

In addition, Mr. Chin will be joined by City Sites' Administrative Assistant Ms. Selina Gopaul as of October 15, 2019 to provide assistance during this period. Ms. Gopaul is an experienced condominium administrator and highly personable.

Both Mr. Chin and Ms. Gopaul can be reached at the management office during regular business hours both by email below:

Mr. Chin      [propertymanager@emeraldcityone.com](mailto:propertymanager@emeraldcityone.com)

Ms. Gopaul    [admin@emeraldcityone.com](mailto:admin@emeraldcityone.com)

On behalf of the Board of Directors and Management we thank you for your support.

Yours truly,

**City Sites Property Management Inc.**



**Nicholas Chirametli**, B.Hsc., RCM  
Vice President